

# **TRANSITION PLANNING SERVICES**

## **Student/Parent Forms**

**High School Packet  
(11th Grade)  
(All Disabilities)**

**(English version)**

## **TRANSITION SERVICES PLANNING “PREPARING TO GRADUATE” (11<sup>th</sup>)**

### **“WHAT YOU CAN DO NOW ”**

- 1. Begin visits to schools or training programs of interest.**
- 2. Attend college/career night to obtain most current catalog/brochure information.**
- 3. Review timelines for application to schools and for scholarships.**
- 4. Continue career exploration/research through high school courses and work programs.**
- 5. Set-up and arrange needed testing to be completed Spring semester of your Jr. year.**

**If the military is to be considered, the Armed Services Vocational Aptitude Battery (ASVAB) will be required. Study materials are available at bookstores and libraries.**

**Transition Coordinator: Robbie Byrd, 940-235-1019 X 14003**

## INTRODUCTION

By now, students have generally decided their career or job area of interest and are ready to take action! The 11<sup>th</sup> grade action steps are critical in preparing **to make applications** necessary for acceptance whether the student plans applying for: college, direct employment, military, scholarships, state agency services, etc. This packet will review all of these important areas.

**Scheduling visits** to possible schools of interest will be accomplished this year. In order to avoid stress and mistakes it is very important that you avoid trying to cram all activities into the senior year. There are many important activities to accomplish your senior year so get visitations out of the way now.

### CAREER PREPARATION TIMELINE

#### Grade   Goals and Objectives

11<sup>th</sup>

- Conduct a thorough self-evaluation of your abilities, interests, and future goals.
- Review four-year plan and match senior courses with those needed for college admission.
- Continue to participate in school activities and keep a record for future applications.
- Attend college night in September.
- Make a list of college/tech schools that suit your interests, needs, preferences, and abilities.
- Request catalogs, scholarships, financial aid, and housing information/search on websites.
- Apply for any scholarships available to juniors.
- Get a job to earn and save money for college or explore your skills through an internship or apprenticeship
- 4 year colleges only: Register and take the PSAT in October.
  - Meet with counselor to analyze PSAT results, receive class rank and match these with colleges on your list.
  - Parents should attend PSAT test interpretation meeting in January.
- Athletes- Start NCAA Clearinghouse Activities-Paperwork. \*online only [www.ncaa.org](http://www.ncaa.org)
- Attend Career Night during spring semester.
- Parents should attend meeting to discuss senior course selections.
- Parent should attend College Planning Seminar in March.
- 4 year colleges only: Take SAT/ACT in spring –<http://sat.collegeboard.org/home> or <http://www.actstudent.org/>
- Critical for 4 yr , 2 yr, Tech. Schools: Visit Colleges and Tech schools – complete early applications as needed. [www.applytexas.org](http://www.applytexas.org)
- Military – Complete ASVAB testing as you turn 17 so you will know IF you are able to qualify as soon as possible

## Admission Policies

Talk with the admissions office of the colleges you want to attend to learn more about specific admissions requirements and exception policies. The chart below is an example and subject to change.

<b>Admission Policy</b>	<b>Type of School</b>	<b>Typical ACT composite score</b>	<b>Typical SAT critical reading + math score*</b>
<b>Open</b> - All high school graduates or GED holders are accepted until the school or program's enrollment capacity is reached.	All public 2 year community/Jr. colleges and trade/technical colleges and some private career schools	None Required TSI only	None Required TSI only
<b>Liberal</b> - While most two-year colleges will accept any student with a high school diploma (or GED), some popular or difficult programs within those colleges are more selective.	Some programs within public 2-year community and technical colleges and some private career schools	18 or higher	870 or higher
<b>Traditional</b> - The majority of freshmen accepted are in the top 50 percent of their high school graduating class.	Some public universities and some private colleges and universities.	21 or higher	990 or higher
<b>Selective</b> - The majority of freshmen accepted are in the top 25 percent of their high school graduating class.	Some public colleges and universities and some private colleges and universities. Some specific programs at schools.	24 or higher	1110 or higher
<b>Highly selective</b> - The majority of freshmen accepted are in the top 10 percent of their high school graduating class.	Elite public and private colleges and universities.	27 or higher	1220 or higher
* Does not include the writing portion of the SAT.		<b>Highest possible score: 36</b>	<b>Highest possible score: 1600</b>

## COLLEGE PREPARATION AND ADMISSIONS TESTS

PLAN	PSAT	ACT	SAT	Test of English as a Foreign Language (TOEFL)
<b>What does it test?</b>				
English, reading, math, and science reasoning skills	Critical reading and math reasoning abilities as well as writing skills	English, reading, math, and science reasoning skills; optional writing test	Critical reading and math reasoning abilities as well as writing skills	The ability of nonnative speakers of English to read, write, speak and understand North American English
<b>Why should I take this test?</b>				
Measures academic preparation and prepares you for college admissions tests (also includes a career interest inventory to help you explore career options)	Prepares you for college admissions tests and may qualify you for the National Merit Scholarship (if taken as a junior)	Most common college admissions test for 4 year colleges in the Midwest and central United States	Most common college admissions test for 4 year colleges in the East and West coasts	Required by some 4 year colleges if English is not your native language
<b>When should I take this test?</b>				
Sophomore year	Junior year	Junior or senior year	Junior or senior year	Junior year or later
<b>When are the tests offered?</b>				
Usually in the fall, but check with your high school counselor	The third Saturday in October or the preceding Wednesday	There are five test dates scheduled during the academic year	There are 7 test dates scheduled during the academic year	Test dates vary by location; check the website <a href="http://www.ets.org/toefl">www.ets.org/toefl</a>
<b>Where are the tests held?</b>				
Usually at your high school	Usually at your high school	At a high school or a local college or university	At a high school or a local college or university	Sites vary by location; check website
<b>How long does it take to complete the test?</b>				
3 hours 10 min	2 hours 45 min	3 hours 25 min (with writing test)	3 hours 45 min	4 hours 30 min (internet version)
<b>What does it cost?</b>				
Check with your high school	\$13 (may be waived for students for whom the fee is a hardship)	\$33 + \$15 for writing test (may be waived for students for whom the fee is a hardship)	\$47 (may be waived for students for whom the fee is a hardship)	\$170 (a fee reduction may be available for high school seniors who are U.S. citizens or permanent residents planning to take the test in the United States)
<b>How do I sign up for the test?</b>				
Check with your high school counselor	Check with your high school counselor	Visit the website listed below	Visit the website listed below	Visit the website listed below
<b>For More Information</b>				
<a href="http://www.actstudent.org/plan">www.actstudent.org/plan</a>	<a href="http://www.collegeboard.com/psat">www.collegeboard.com/psat</a>	<a href="http://www.actstudent.org">www.actstudent.org</a>	<a href="http://sat.collegeboard.com">sat.collegeboard.com</a>	<a href="http://www.toefl.org">www.toefl.org</a>

## **Texas Success Initiative (TSI)**

<http://www.thecb.state.tx.us/>

Students attending Texas public Institutions of higher education must be in compliance with the Texas Success Initiative (TSI) as of fall 2003 in order to enroll in public institutions of higher education. The law requires all entering college students to be assessed for college readiness in reading, mathematics and writing unless the student qualifies for an exemption. Each student who fails to meet the minimum passing standard of the exam offered by the institution must be placed in a developmental education program designed to help the student achieve college readiness.

### **Which students must take a TSI exam?**

Unless exempt, students who are entering a Texas college or university must take a TSI exam and receive a passing score in order to enroll in credit bearing courses. Students may be exempt from taking a TSI exam by achieving any of the requirements included on the right.

### **When do students take a TSI exam?**

Students must take a TSI exam and have scores on file before they can enroll in college level classes. Each college and university offers a different exam. A student must take the exam required by the college or university he/she will be attending. Students are notified of their scores and eligibility to enroll in credit bearing courses immediately upon completing an exam.

### **What happens if a student does not pass all parts of a TSI exam?**

Students who do not pass one or all parts (English, mathematics, and writing) of a TSI exam must enroll in an appropriate developmental education course before the student may enroll in a credit bearing course for the subject in which he/she did not meet state standards. A student may retake an exam instrument at any time, subject to availability, to determine the student's readiness to perform freshman-level academic coursework.

### **TSI Exemptions:**

A student may be exempt from taking an exam and meeting Texas Success Initiative standards by meeting one of the following standards:

**TAKS** - Minimum score of 2200 on both the English and/or math sections with at least a 3 on the writing component of the 11<sup>th</sup> grade TAKS (for a period of 3 years from the date of testing)

**STAAR (EOC)** - For STAAR Algebra II and English III (reading and writing) end-of-course exams, the Commissioner of Higher Education (Texas Higher Education Coordinating Board) and the Commissioner of Education (Texas Education Agency) agreed that a student who scores at Level 2 or higher is considered college-ready for English III (reading and writing) and Algebra II.

**ACT** - Composite score of 23 or higher with at least a 19 on both English and math sections

**SAT** - Combined verbal and math score of 1070 with a minimum of 500 on both

**Certificate** - Enroll in a certificate program of one year or less (Level-One certificates, 43 or fewer semester credit hours or the equivalent) at a public community college, a public technical institute, or a public state college.

**Military** - Veterans and active duty personnel serving for at least 3 years preceding enrollment.

**Transfer** - Transfer from a private or independent institution or an accredited out-of-state institution and has satisfactorily completed college-level coursework as determined by the receiving institution.

### **For more information:**

Texas Higher Education Coordinating Board  
(512) 427-6101

## **EDUCATION / TRAINING ADMISSION REQUIREMENTS SUMMARY**

- \* Note- Not all schools offer the specific training you may want...you must research schools by either the school name (to get a list of training offered) or by training field (to obtain a list of schools who offer the degrees, licenses or certifications you seek)  
<http://www.collegeforalltexas.com/>

### **PRIVATE TRADE / TECHNICAL SCHOOL (total cost \$10,000 – 50,000 +)**

1. High school diploma/GED
2. School may have school selected entry tests  
*These schools are very expensive! Don't overpay for your training or education. Most State supported Community/ JR. Colleges offer Trade/Tech programs @ 1/10 the cost of a private school. Don't sign up before you check out your options!*

### **2 YEAR STATE COMMUNITY / JR. COLLEGE (cost approx. \$ \_\_\_\_\_ yr)**

#### **Freshman/Sophomore**

1. Continuing education programs - no specific entry
2. License/certification/technical programs – Entry into employment, no transfer to 4 year school.
  - \* High school diploma/GED
  - \* Program more than 43 credit hours – TSI Assessment(Texas Success Initiative) is required for Level II certification or licensure program.
  - \* Level I certification or licensure program less than 43 credit hours does not require TSI Assessment.
  - \* Contact the JR. College Testing Center and Special Services Office for information
3. Associate Degree program - transfer option to 4 year college/university (2.5 or higher GPA)
  - \* High school diploma/GED
  - \* SAT/ACT scores NOT REQUIRED; TSI Assessment IS REQUIRED
  - \* Contact the JR. College Testing Center and Special Services Office for information

### **4 YR STATE COLLEGE/UNIV. -BACHELOR DEGREE (cost approx. \$ \_\_\_\_\_ yr)**

#### **In-state tuition is deregulated!**

1. SAT/ACT scores required - acceptance depends on score in addition to class rank @ high school graduation (1<sup>st</sup> - 4<sup>th</sup> quarter) Top 10% Graduates receive automatic admission
2. Require specific academic courses on transcript - may vary by school
3. Require letter of recommendation - 3 to 5 average requirement
4. Require essay - The Texas Common Application includes the choices for essay each year.
5. TSI Assessment and some exemptions based on the SAT/ACT required for elementary/secondary education programs
6. Listing of Community and School Clubs, organizations, awards, etc.

### **4 YR PRIVATE COLLEGE/UNIVERSITY (cost \$10,000 – 50,000 + yr.)**

Same as above

TSI Assessment (Texas Success Initiative) Student Brochure: [www.theccb.state.tx.us/DE/TSI](http://www.theccb.state.tx.us/DE/TSI)  
scroll down the page to #2.and click on Student Brochure

***NOTE:*** These are “in-state” estimates! “out-of-state” costs/requirements can vary greatly, so contact “out-of-state” schools directly.

## GETTING STUDENTS READY FOR COLLEGE

**Parents, teachers, and counselors may use the following list as a reminder of helpful skills and necessary steps to enable the student to prepare for college:**

- Make sure psychological or FIE testing is up-to-date. When this type of testing is required for eligibility, federal law mandates it be done every three years for students receiving special education services.
- Obtain all special testing records before high school graduation. Colleges, as well as vocational rehabilitation offices, request these records to assist in providing accommodations and special services to students with disabilities.
- Make contact with the local vocational rehabilitation office before graduation. Vocational rehabilitation offers a variety of services to eligible clients such as vocational assessment, counseling, job placement and assistance with future education and training.
- Consider a vocational assessment as a way to amplify present and future goals.
- Make sure the student's knowledge of study skills is adequate. In addition to high school assistance, consider special study skills classes or programs offered at community colleges, private agencies, or individual tutoring.
- Consult with the student's teachers in high school to get a good understanding of how much support or special help the student is receiving. It is important to determine realistically whether minimal support services or an extensive program at the college level will be needed. **All support needed MUST be documented by professionals in the IEP modifications and/or the FIE/psychological report.**
- Help students to increase their independent living skills. Help them learn to manage their own checking accounts, do their own laundry, cleaning, some cooking, etc.
- Encourage part-time jobs or volunteer positions. These are helpful to improve socialization skills as well as to give a better understanding of work situations and expectations.
- Make sure students have a good understanding of their particular disability. They should know and be able to articulate their strengths and weaknesses as well as what compensating techniques and accommodations work best for them.
- Help students understand how their disability may affect their social experiences with peers, families, and employers. Assist the students to identify inappropriate social skills and work to correct them.



- Encourage students to be their own advocates. It is recommended that students discuss their disability and needed accommodations, if any, with their instructor.
- Learn about Section 504 of the Rehabilitation Act of 1973. This law indicates what types of accommodations must be provided or allowed by post-secondary institutions if requested. Unlike services provided by the public school, it is the responsibility of the college student to initiate the provision of services and accommodations.
- Get information on special exam arrangements needed for successful test taking. Options include untimed tests, readers or cassettes.
- Obtain two copies of all college applications. Use the first copy to collect information. Type that information onto the second copy to be sent or send online.
- Contact the Office of Services to Students with Disabilities of colleges before applying. Get information on what kinds of services and supports are available, the number of students with disabilities attending, if there are modified admissions for students with disabilities, and if there are any special pre-admission requirements when making application.
- Visit colleges before making a definite choice. Also consider transportation issues in the communities in which they are located.
- Consider having students start college in a summer session rather than fall. Summer classes tend to have more time for individual help. Students can get adjusted to new schedules and surroundings before the fall crowds arrive.
- Encourage students to participate in support groups with other students.
- Make sure it is the student's choice to attend college. The most successful college students are those who have high motivation and a good understanding of their strengths and weaknesses.
- Understand that it may be harder and take more time to manage college level work. Commit to spend the extra time on studying and to request and use appropriate accommodations when needed.

**You become a Senior when all of your grades/credits are completed at the end of your Junior year (June). Don't waste the summer!! Start your school and scholarship applications in June!**

# COMPENDIUM OF TEXAS COLLEGES AND FINANCIAL AID CALENDAR FOR HIGH SCHOOL SENIORS

PRESENTED THROUGH THE COURTESY OF  
THE MINNIE STEVENS PIPER FOUNDATION  
OF SAN ANTONIO

*A PUBLICATION OF THE STUDENT AID CENTER*

(210) 525-8494

[www.everychanceeverytexan.org](http://www.everychanceeverytexan.org)

Request This Free Book  
Fall Semester of Your Senior Year,  
(usually ready by Sept. 15 each year)

This book contains over 50 pages of Scholarship and School application information. Also, in alphabetical order, every 2 yr. & 4yr. school, public and private are listed with entry requirements and costs updated every fall!

## **NCAA ELIGIBILITY CENTER REGISTRATION**

**Online Registration:** The NCAA Eligibility Center has designed a new website with the student-athlete in mind. This is where you will find the tools and information you need to begin your college experience as a student-athlete.

To register with the NCAA Eligibility Center, go online to [www.eligibilitycenter.org](http://www.eligibilitycenter.org) and click the link to enter at an NCAA College-Bound Student-Athlete. To create an account, either click on the “New Account” button at the top right of the screen or click on the “cell phone” on the left side of the screen.

*Note: If you fail to submit all the documents required or if no NCAA school requests your eligibility status, your incomplete file will be discarded after five years, requiring you to pay a new fee if certification is requested after that time.*

**Account Creation:** You will need to provide a valid email address to create an account and begin the registration process. Be sure you provide an email address that will be active even after you complete high school.

**About ME:** In this section, you just need to pass along some quick facts about you – information such as your name, address, date of birth and gender.

**My Coursework:** You will need to enter the name and location of the high school you currently attend in this section. If you have attended more than one school (including summer school) during grades 9, 10, 11 or 12, you will need to have that information ready as well. List all schools you previously attended. Make sure to include all schools, whether you received grades or credits. If you attended ninth grade at a junior high school located in the same school system in which you later attended high school, do not list the ninth-grade school.

**My Sport:** In this section, you will select the sport(s) you plan to participate in at an NCAA Division I or II college or university. The NCAA Eligibility Center will also ask about the high school and / or club teams you have been a part of and events you have participated in during your high school career. If you plan to participate in Division III athletics, contact the college for eligibility requirements.

**Payment:** Your account will be eligible for processing once the registration fee of \$65 for U.S. students or \$95 for international students has been paid (or submission of a fee waiver if you have been granted a waiver). You must pay online by debit, credit card or e-check.

You are eligible for a waiver of the registration fee only if you have already received a waiver of the SAT or ACT fee. (This is not the same as a U.S. state voucher.) You must have an authorized high school official submit your fee waiver documentation online after you have completed your registration. If you have not yet been granted a fee waiver by SAT or ACT, you are not yet eligible for a waiver of the NCAA Eligibility Center registration fee.

**NCAA information on pages 11-12 are subject to change!**

Student athletes/parents must go online or call for current updates.

**1-800-638-3731      [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net)**

***ASK FOR SPECIALITY SUPPLEMENT PACKET NOW!***

**NCAA SCHOLARSHIP REQUIREMENTS      \*MUST NOW APPLY ONLINE ONLY!**

**NCAA BOWL SUBDIVISION AND CHAMPIONSHIP SUBDIVISION - (Freshman - Eligibility Standards)**

**Ask for: Transition Services Supplement**

**All Student-Athletes Must Register With the NCAA Initial-Eligibility Clearinghouse**

**QUALIFIER:** (Can practice, compete and receive athletics scholarship as a freshman)

**REQUIREMENTS:**

<b>Core GPA</b>	<b>ACT (new: sum of scores)</b>	<b>SAT (old scoring system)</b>	<b>SAT (new scoring system)</b>	<b>*Increased as of Fall 2004! High School Core Courses</b>
2.500 & above	68	700	820	At least 4 years English;
2.475	69	710	830	At least 2 years math: [one year
2.450	70	720	840-850	algebra and one year geometry
2.425	70	730	860	(or one year of a higher-level
2.400	71	740	860	mathematics course for which
2.375	72	750	870	geometry is a prerequisite)]
2.350	73	760	880	At least 2 years social science;
2.325	74	770	890	at least 2 years natural or
2.300	75	780	900	Physical science (including 1
2.275	76	790	910	Lab course, if offered by any
2.250	77	800	920	High school you attended);
2.225	78	810	930	At least one year of additional
2.200	79	820	940	Courses in English, math or
2.175	80	830	950	Natural or physical science; and
2.150	80	840	960	2 additional academic courses in
2.125	81	850	960	Any of the above areas, or
2.100	82	860	970	Foreign language, computer
2.075	83	870	980	Science, philosophy or
2.050	84	880	990	Comparative religion.
2.025	85	890	1000	
2.000	86	900	1010	

**PARTIAL QUALIFIER (Does not meet standards for qualifier)**

Eligible to practice at institution's home facility freshman year. No competition during freshman year. Three seasons of competition. May receive institutional financial aid during freshman year, including athletics scholarship. Partial qualifiers may earn the fourth season of competition back if the student graduates prior to the start of the fifth academic year.

**REQUIREMENTS:** Graduation from high school and the following core GPA in 13 courses with the corresponding ACT sum or SAT total score is needed:

<b>Core GPA</b>	<b>ACT (New: sum of scores)</b>	<b>SAT (Old scoring system)</b>	<b>SAT (New scoring system)</b>	<b>High School Core Courses</b>
2.750 and above	59	600	720	Same as qualifier (see above)
2.725	59	610	730	
2.700	60	620	730	2.675
2.675	61	630	740-750	
2.650	62	640	760	
2.625	63	650	770	
2.600	64	660	780	
2.575	65	670	790	Previously ACT score was calculated
2.550	66	680	800	by averaging four scores. New
2.525	67	690	810	standards are based on sum of scores.

**NONQUALIFIER:** (Does not meet standards for qualifier or partial qualifier)

No practice or competition during freshman year. Three seasons of competition. May receive institutional need-based and only during freshman year, which may not be from an athletic source.

**NCAA DIVISION II**  
**Freshman-Eligibility Standards**  
**All Student-Athletes Must Register with the NCAA Initial-Eligibility Clearinghouse**

**QUALIFIER: Can practice, compete and receive athletics scholarship as a freshman.**

**REQUIREMENTS:**

- Graduate from high school.
- Have a GPA of 2.000 in 13 core academic courses; and must achieve a 68 (sum of scores on the four individual tests) on the ACT or an 820 on the SAT if taken April 1, 1995, or later. Those entering in the Fall of 1997 must achieve a 68 on the ACT.
- Can convert and combine subscores from an SAT taken before April 1, 1995 and an SAT taken April 1, 1995, or later to achieve the standard.
- The highest scores achieved on the four individual tests of the ACT may be combined to achieve the highest scores.

**HIGH SCHOOL CORE COURSES:** \*Increased as of Fall 2004!

- At least 3 years English;
- At least 2 years math;
- At least 2 years social studies
- At least 2 years natural or physical science (including 1 lab course, if offered by any high school you attended);
- At least 2 years additional courses in English, math or natural or physical science; and
- 2 additional academic courses in any of the above areas, or foreign language, computer science, philosophy or comparative religion.

**PARTIAL QUALIFIER:**

Eligible to practice at institution's home facility freshman year. No competition during freshman year. Will have four years of eligibility during college career. Can receive institutional financial aid, including athletic scholarship during freshman year.

**REQUIREMENTS:**

- Does not meet requirements for qualifier;
- Graduate from high school;
- Successfully complete 13 core courses with a minimum 2.000 core grade-point average; or
- Attain minimum 68 ACT (sum of scores) or 820 SAT (if taken April 1, 1995, or later).

**NON-QUALIFIER:**

Cannot practice or compete during freshman year. Will have four years of eligibility during college career. May not receive athletics scholarship freshman year but can receive regular need-based financial aid if the school certifies that aid was granted without regard to athletics ability.

- Has not graduated from high school; or
- Did not achieve the core-curriculum grade-point average and SAT/ACT score required for a qualifier or partial qualifier.

**NCAA CLEARINGHOUSE STANDARDS ARE SUBJECT TO CHANGE BY NCAA RULING AT ANYTIME.**

Check your local high school grading system to determine if the following grading system matches the Clearinghouse Grade Point Average on a four-point scale for NCAA Initial-Eligibility and Grade Point Average for all other students.

<u>Grading System</u>	<u>Four Point Scale</u>
A=90-100	4
B=80-89	3
C=70-79	2
F=Below 70	0

## INTERNET RESOURCES

Use the internet to learn about careers, financial aid, search for scholarships, and find the college of your choice and more.

### COLLEGE INFORMATION

[www.collegefortexans.com](http://www.collegefortexans.com) College for Texans

Find listing of all Texas colleges. Find out which public universities, community and technical colleges offer specific majors, degree and certification options.

[www.fafsa.ed.gov](http://www.fafsa.ed.gov)

This site, done by the federal government, has a section on financial aid for students, information about the FAFSA and how you can do it electronically, a list of school codes for the FAFSA and information on federal grants, loans, and work-study programs.

[www.tgslc.org/students/](http://www.tgslc.org/students/)

This site is done by the Texas Guaranteed Student Loan Corporation. It has lots of information from what you should do from Grade 9 through Grade 12, what to do on choosing a college, and information on financial aid.

[www.thecb.state.tx.us](http://www.thecb.state.tx.us)

This site by the Texas High Education Coordinating Board has excellent information on funding your college education including the scholarships offered by the state of Texas.

[www.finaid.org](http://www.finaid.org)

An excellent site with listings on almost every question a student might have about financial aid and enrolling at a college or university (\* much assistance for female and minority students.)

[www.fastweb.com/](http://www.fastweb.com/) College and scholarship search.

[www.everychanceeverytexan.org](http://www.everychanceeverytexan.org)

The site provided by the Minnie Stevens Piper Foundation is very nicely done with information about most colleges and universities in Texas with sections on "Applying for Admission & Funding Financial Aid", "Texas College & Universities", and "Financial Aid Programs."

**\* Remember; do not pay for scholarship info that is available here free!!!**

### SCHOLARSHIP SEARCHES

[www.collegeispossible.org](http://www.collegeispossible.org)

[www.collegeboard.org](http://www.collegeboard.org)

[www.collegenet.com](http://www.collegenet.com)

[www.fastweb.com](http://www.fastweb.com)

[www.scholaraid.com](http://www.scholaraid.com)

[www.scholarships.com](http://www.scholarships.com)

[www.collegeanswer.com/](http://www.collegeanswer.com/)

[www.chci.org](http://www.chci.org) (for Latino leaders)

[www.hispanicfund.org](http://www.hispanicfund.org)

[www.salliemae.com](http://www.salliemae.com)

## **GETTING READY FOR COLLEGE: ADVISING HIGH SCHOOL STUDENTS WITH LEARNING DISABILITIES**

Students receiving special education and related services need to take a variety of preparatory steps in order to have real choices and viable options in senior year. This is a checklist for parents, counselors, teachers, program coordinators, and students themselves to consider well before senior year decision time.

### **THE BASICS**

#### **DISABILITY AWARENESS** (resource teacher, counselor, parent)

**Encourage self-advocacy.** It is essential that the student be able to discuss the learning disability and be able to request needed accommodations.

**Make sure the student understand the particular learning disabilities involved.** It is important for the student to be able to discuss strengths and weaknesses as well as which accommodations have been essential to success in high school and will be needed in college.

**Help the student understand how the disability is connected to social interactions with peers, families, teachers, and employers.** For example, a visual or auditory discrimination deficit or an attention deficit disorder frequently leads to missed cues and inappropriate timing in conversation.

**Learn about, and teach the student about, Section 504 of the Rehabilitation Act of 1975 and how it compares to Individuals with Disabilities Education Act (I.D.E.A.).** Section 504 indicates types of accommodations that postsecondary institutions must provide or allow if a student requests them. The responsibility is on the student to seek appropriate services; whereas, under IDEA, the responsibility is on the elementary and secondary schools (working with parents) to provide services.

Some families **encourage the student to have a personal membership in the Learning Disability Association (LDA), Orton Dyslexia Society, support groups for LD students,** or other organizations, which will build confidence and information about special programs.

#### **PERSONAL AND SKILL DEVELOPMENT OF STUDENT** (parent, counselor, teacher/ student)

**Encourage the student to develop work-related skills and interests** in case it is decided to delay entrance to college and work for a year or two. This may involve taking some vocational courses.

*For more information: Heath Resource Center, a program of the American Counsel on Education, One Dupont Circle, and NW. Suite 800, Washington, DC 20036-1193, 202-939-9320, 800-544-3284. This national clearinghouse on postsecondary education for individuals with disabilities is funded by the U.S. Department of Education. [www.heath.gwu.edu](http://www.heath.gwu.edu)*

**SUPPORT SERVICES GENERALLY AVAILABLE AT A UNIVERSITY, COLLEGE,  
JR. COLLEGE, AND TRADE/TECHNICAL CAMPUS**

- \* **Student Support Services Office:** Federal funds are available to postsecondary educational and training programs to assist students under the following categories, assuring opportunities to graduate, transfer or remain on campus working toward a degree, license, or certification:
  - Family income (low income)
  - Physical Challenges
  - Learning Disabilities
  - First generation college
  
- \* Each campus has an office designated to provide services AT NO COST to students and can include the following support:
  - Tutoring
  - Academic advisement and registration assistance
  - Special topic seminars/workshops
  - Transfer information (speakers/field trips)
  - Financial aid and career planning information
  - Study skills assistance
  - Note taking/reading assistance/audio tape
  - Interpreting
  - Mobility assistance
  - Referrals to community recourse
  - Testing accommodations
  - Advocacy with campus staff/instructors
  
- \* Primary referrals are through coordination with the State Vocational Rehabilitation (VR) Agency. In Texas, the state VR Agency is the Department of Assistive and Rehabilitative Services (DARS). The VR counselor will provide:
  - Diagnostic evaluation
  - Personal and vocational counseling
  - Consideration of tuition assistance
  - Consideration of books, equipment, supplies, etc.
  - Services for individuals with visual and hearing disabilities are very specialized and will be provided as the student demonstrates needs in relation to substantial barriers to employment



## **Checklist for your Campus Visit**

When you visit a campus, it is important that you ask the right types of questions:

### **Talk with Instructors in the Program**

- What are the academic requirements in the program?
- What kinds of courses are offered? How often are they offered?
- How many students are in the program? How many are accepted into the program each year?
- How long does it take most students to complete the program?
- How long have they taught at the school? Do they teach full time or part time?
- What background do they have in the field? How does it relate to the courses they teach?
- What types of activities are they involved in that relate to the field of study?

### **Look at Equipment and School Facilities**

- Are the facilities and equipment up-to-date and operating?
- Is the equipment similar to what you will be using on the job?
- Is the library good for studying and research?
- How large or small are the dorm rooms? What types of furniture are provided/allowed?
- Are the dorms quiet enough for studying?
- What is the cafeteria like?
- Are there plenty of computer labs?
- Do students get free e-mail and Internet access?

### **If Possible, Sit In on a Class or Two**

- Do the instructors seem knowledgeable? How large or small are the classes?
- Are the students participating in classroom activities?
- What kinds of work are the students doing?

### **If Possible, Talk with Current Students in the Program**

- How long have they been in school?
- Are they learning what they need to know to get a job?
- What is their opinion of the instructors? Are instructors available outside of class?
- Do the instructors spend time with the students to be sure they understand the material?
- How much time is needed for studying and other work outside class?
- Have they had any problems with the school, the instructors or the classes?
- What do they like most/least about the school or program?
- What are the other students like? How do they spend their free time?

### **Talk with an Admissions Counselor**

- Has the institution and its programs been accredited by a recognized accrediting association?
- What are the admissions requirements for college or for a specific program?
- How do you apply and what forms do you fill out?
- When are the important deadlines for admissions?
- Will your family's ability to pay for college be a factor in the admissions process?
- What are the housing requirements and parking rules?
- What types of extracurricular activities are available?
- Can credits be earned online or transferred from other colleges?
- What percentage of first-year students return the following year?
- What percentage of graduates are employed within one year?

### **Talk with a Financial Aid Counselor**

- How much does it cost to attend this college (including tuition, room and board, fees, etc.)?
- What financial aid options are available?
- Does the school participate in federal and state aid programs? (Not all schools are eligible.)
- What percentage of undergraduates receive aid? How much do they receive on average?
- Which financial aid forms do you need to fill out and what are the deadlines?
- Does the college offer any financial aid of its own? If so, how do you apply?
- Will private/non-government scholarships reduce the amount of need-based aid you receive?
- How is financial aid paid out? When will you receive it??

**Name of Agency: Department of Assistive & Rehabilitative Services-DARS**

**Contact information will be provided during your Senior year!**

**\*May start as a Junior if student needs require early intervention and planning**

**The DARS Counselor will be invited to the district during your Senior Year to provide application information.** Wichita Falls local DARS counselor is [Ellen Dingus MRC, CRC, Transition Vocational Rehabilitation Counselor III, Division for Rehabilitation Services](#)

**Email: [Ellen.Dingus@dars.state.tx.us](mailto:Ellen.Dingus@dars.state.tx.us)**

**Office (940) 235-1711**

**Assistant: [Deborah Schroeder, RST \(940\) 235-1725](#)**

## **SERVICES**

There are many services available to eligible clients. These services are provided based on each client's individual need. Some of the services are:

- Medical, psychological and vocational evaluation to determine the nature and degree of the disability, and to help find the client's job capabilities;
- Counseling and guidance to help the client and family plan vocational goals and to adjust to the working world;
- Hearing examinations, purchasing of hearing aids and other communication equipment, aural rehabilitation and interpreter services for the deaf and hearing impaired;
- Medical treatment including hospitalization, surgery and therapy to lessen or remove the disability;
- Assistive devices such as artificial limbs, braces, wheelchairs and hearing aids to stabilize or improve functions on the job or at home;
- Rehabilitation technology devices and services to improve job functioning;
- Training to learn job skills in tech/trade school, junior college, university, on the job/apprenticeship or at home;
- Job placement assistance to find jobs, compatible with the person's physical and mental ability; including on the job training fees, tools/equipment, uniforms, other services as needed)
- Follow-up after placement to ensure job success;
- Assisting work-injured Texans in returning to work.
- Transportation – Transportation payments are considered to assure reliable attendance at trainings, education, or apprenticeships.
- Vehicle Modification – All vehicle modifications should be related to an employment outcome.
- Clothing – Only uniforms needed for work will be provided.
- Room and Board – No room and board for non-catastrophic clients

***DARS is a second source of financial aid after FAFSA (Pell Grant) based on family income.***

Tuition – College tuition in both state supported and private schools will be limited to the following amounts - \* **Note** – Dollar allowances are subject to change and are based on individual needs. **Your DARS counselor will determine amount available.**

\$ \_\_\_\_\_ per Semester

\$ \_\_\_\_\_ per Trimester

\$ \_\_\_\_\_ Summer School (this amount is for the entire summer not per summer session). If the VRC (Voc Rehab Counselor) has already encumbered summer school funds for clients and the amount is more than \$200 for the first session, the client will not be able to attend the second summer session. If the amount encumbered for the first summer session is less than \$200, the remainder may be applied to the second summer session.

\$3,000 for Total Cost of Private School

**THIS TUITION LIMITATION DOES NOT APPLY TO PEOPLE WITH CATASTROPHIC DISABILITIES.**

- Additional Possibilities:
  - Books
  - Tools/equipment, supplies
  - Tutoring, take notes, video/audio tape, highlight text, etc.

### **MAJOR DISABILITY GROUPS SERVED**

The Vocational Rehabilitation Program serves people with a wide variety of disabilities. Some of the major disability groups are:

- Mental Illness
- Hearing Impaired
- Impaired Functioning of Arms or Legs
- Back Injury
- Alcoholism or Drug Addition
- Intellectual Disability
- Learning Disabled
- Traumatic Brain Injury
- Other Physical or Mental Disabilities

**\*Any funding offered by DARS agency does not have to be paid back! DARS is a 2<sup>nd</sup> source of free money, after FAFSA (Pell Grant) \$ \_\_\_\_\_, which is the primary or 1<sup>st</sup> source of free money to be used, also financial aid through the on campus financial aid office will use the FAFSA information to determine additional money available. Counseling and Guidance services are available to any DARS client. Services that cost are based on family income.**

## APPRENTICESHIP

As a student reaches the junior year, many make an important decision regarding future success in employment by considering direct, hands on job training situations. Known as apprenticeship, it is one of the primary ways individuals start their careers.

- \* Federal funds are available to assist students who wish to investigate this valuable means of preparation for entry into the work force.
- \* Each state has an office (usually identified by contacting the local area U.S. Department of Labor) that is responsible for identifying apprenticeship opportunities in your region/state. The phone numbers are found in the “Government Pages” of the phone book.
- \* Apprenticeship may also include some required hours of classroom training/education. However, the primary focus will be the experience and knowledge gained while in the field working under the supervision of a licensed and certified technician in our field of interest.
- \* Upon completion of the required “in the field” training, state or national exams may be required to receive your certification or license.
- \* Attached you will find a list of hundreds of careers in which apprentice training could be available.
- \* Formal technical/vocational, Jr. College or college training can be offered in many of the careers listed on the next pages.
- \* (The office below covers the DFW area, west to Abilene, south to Waco, north to the Red River and east to the Louisiana border)

**Bureau of Apprenticeship & Training**  
**U.S. Dept. of Labor**  
**1-866-4-USA-DOL or Texas Regional Office 972-850-4600,**

**Website:** <http://www.doleta.gov/oa/apprentices.cfm>

**To get specific information by occupation, State & County of registered apprenticeship programs in the U.S.**

## APPRENTICEABLE OCCUPATIONS

Accordian maker	Automobile tester (automotive services)	Cabinetmaker
Acoustical carpenter	Automobile upholsterer	Cable install-repairer
Actor (amusement and recreation)	Automobile-body repairer	Cable splicer
Air and hydronic balance technician	Automobile-repair-service estimator	Cable television installer
Air-conditioning mechanic (automotive services)	Automotive-generator-and-starter repairer	Cable tester (telephone and telegraph)
Air-conditioning installer, window	Aviation safety equipment technician	Calibration laboratory technician
Aircraft mechanic, armament	Aviation support equipment repairer	Camera operator
Aircraft mechanic, electrical	Avionics technician	Camera repairer
Aircraft mechanic, plumb and hydraulics		Canal-equipment mechanic
Aircraft-armament mechanic (government services)	Baker (bakery products)	Candy maker
Aircraft-photograph-equipment mechanic	Baker (hotel and restaurant)	Canvas worker
Airframe and power plant mechanic	Baker, pizza (hotel and restaurant)	Car repairer (railroad locomotive and car building)
Airplane coverer (aircraft)	Bakery-machine mechanic	Carburetor mechanic (automotive services)
Airplane inspector	Bank note designer	Card cutter, jacquard
Alarm operator (government services)	Barber	Card grinder (asbestos products)
Alteration tailor	Bartender	Carpenter
Ambulance attendant (EMT)	Batch and furnace operator	Carpenter, maintenance
Animal trainer (amusement and recreation)	Battery repairer	Carpenter, mold
Architectural coatings finisher	Beekeeper (agriculture and agricultural service)	Carpenter, piledriver
Arson and bomb investigator	Ben-day artist	Carpenter, rough
Artificial-plastic-eye maker	Bench hand (jewelry)	Carpenter, ship (ship and boat building and repairing)
Asphalt-paving machine operator	Bindery worker	Carpet cutter (retail trade)
Assembler-installer, general	Bindery-machine setter	Carpet layer
Assembler, aircraft, power	Biomedical equipment technician	Cartoonist, motion picture
Assembler, aircraft, structures	Blacksmith	Carver, hand
Assembler, electromechanical	Blocker-and-cutter, contact lens	Cash-register servicer
Assembler, metal building	Boatbuilder, wood	Casting-in-line setter (printing and publishing)
Assembly technician	Boiler operator (any industry)	Casket assembler
Assistant press operator	Boilerhouse mechanic	Caster (jewelry)
Audio operator	Boilermaker fitter	Caster (nonferrous metal alloys and primary products)
Audio-video repairer	Boilermaker II	Cell maker (chemicals)
Auger press operator, manual control	Boilermaker II mechanic	Cement mason
Automobile cooling system diagnostic technician	Bookbinder	Central-office installer (telephone and telegraph)
Automobile-maintenance-equipment servicer	Bootmaker, hand	Center-office repairer
Automobile-radiator mechanic	Bracelet and brooch maker	Chaser (jewelry; silverware)
Automated equipment engineer-technician	Brake repairer (automotive services)	Cheesemaker
Automatic-equipment technician (telephone and telegraph)	Bricklayer (brick and tile)	Chemical operator III
Automobile mechanic	Bricklayer, firebrick and refractory tile	Chemical-engineering technician
	Bricklayer (construction)	Chemical-laboratory technician
	Brilliandeer-lopper (jewelry)	Chief of party (professional and kindred)
	Butcher, all-round	Chief operator (chemicals)
	Butcher, meat (hotel and restaurant)	Childcare development specialist
	Buttermaker (dairy products)	

Chimney repairer	Dictating-transcribing-machine servicer	Electric-motor-and-generator assembler
Clarifying-plant operator (textiles)	Die designer	Electric-sign assembler
Clothe designer	Die finisher	Electric-tool repairer
Coin-machine-service repairer	Die maker (jewelry)	Electric-track-switch maintainer
Colorist, photography	Die maker (paper goods)	Electrical technician
Commercial designer	Die maker, bench, stamping	Electrical-appliance repairer
Complaint inspector (light, heat, and power)	Die maker, stamping	Electrical-appliance servicer
Composing-room machinist	Die maker, trim	Electrical-instrument repairer
Compositor	Die maker, wire drawing	Electrician
Computer programmer	Die polisher (nonferrous metal alloys and primary products)	Electrician (ship and boat building and repairing)
Computer-peripheral-equipment-operator	Die setter (forging)	Electrician (water transportation)
Construction-equipment-mechanic	Die sinker	Electrician, aircraft
Contour wire specialist, denture	Diesel mechanic	Electrician, automotive
Conveyor-maintenance mechanic	Diesel-engine tester	Electrician, locomotive
Cook (any industry)	Director, funeral	Electrician, maintenance
Cook hotel and restaurant)	Director, television	Electrician, powerhouse
Cook, pastry (hotel and restaurant)	Display designer (professional and kindred)	Electrician, radio
Cooling tower technician	Displayer, merchandise	Electrician, substation
Coppersmith (ship and boat building and repairing)	Door-closer mechanic	Electromechanical technician
Coremaker	Dot etcher	Electromechanical-equipment repairer
Cork insulator, refrigeration plant	Drafter, automotive design	Electronic prepress system operator
Correction officer	Drafter, automotive design layout	Electronic-organ technician
Corrosion-control fitter	Drafter, architectural	Electronic-production-line-maintenance mechanic
Cosmetologist	Drafter, cartographic	Electronic-sales-and -service technician
Counselor	Drafter, civil	Electronics mechanic
Cupola tender	Drafter, commercial	Electronics technician
Custom tailor (garment)	Drafter, detail	Electronics tester
Customer service representative	Drafter, electrical	Electronics utility worker
Cutter, machine I	Drafter, electronic	Electrotyper
Cylinder grinder (printing and publishing)	Drafter, heating and ventilating	Elevating-grader operator
Cylinder-press operator	Drafter, landscape	Elevator operator
	Drafter, marine	Elevator repairer
	Drafter, mechanical	Embalmer (personal service)
	Drafter, plumbing	Embossing-press operator
	Drafter, structural	Emergency medical technician
	Drafter, tool design	Engine model maker
	Dragline operator	Engine repairer service
Dairy equipment repairer	Dredge operator (construction, mining)	Engine turner (jewelry)
Dairy technologist	Dressmaker	Engine-lathe set-up operator
Decorator (any industry)	Drilling-machine operator	Engine-lathe set-up operator, tool
Decorator (glass manufacturing)	Dry cleaner	Engineering assistant, mechanical equipment
Dental assistant	Dry-wall applicator	Engineering model maker
Dental ceramist		Engraver glass
Dental-equipment installer and servicer	Electric-distribution checker	Engraver I
Dental-laboratory technician	Electric-meter installer I	Engraver, block (printing and publishing)
Design and pattern maker (boot and shoe)	Electric-meter repairer	
Design drafter, electromechanisms	Electric-meter tester	
Detailer	Electric-motor assembler and tester	
Diamond selector (jewelry)	Electric-motor repairer	

Engraver, hand, hard metal  
 Engraver, hand, soft metal  
 Engraver, machine  
 Engraver, pantograph I  
 Engraver, picture (printing and publishing)  
 Engraving press operator  
 Envelope-folding-machine adjuster  
 Equipment installer (telephone and telegraph)  
 Estimator and drafter  
 Etcher, hand (print and publishing)  
 Etcher, photoengraving  
 Experimental mechanic (motor and bicycles)  
 Experimental assembler  
 Exterminator, termite  
 Extruder operator plastics

Fabricator-assembler, metal products  
 Farm-equipment mechanic I  
 Farm-equipment mechanic II  
 Farmer, general (agriculture and agricultural service)  
 Farmworker, general I  
 Fastener technologist  
 Field engineer (radio and television broadcaster)  
 Field service engineer  
 Film develop  
 Film laboratory technician  
 Film laboratory technician I  
 Film or videotape editor  
 Finisher, denture  
 Fire apparatus engineer  
 Fire captain  
 Fire engineer  
 Fire fighter  
 Fire fighter, crash, fire  
 Fire inspector  
 Fire medic  
 Fire-control mechanic  
 Firer, kiln (pottery and porcelain)  
 Fish and game warden (government services)  
 Fitter (machine shop)  
 Fitter I (any industry)  
 Fixture maker (lighting fixtures)  
 Floor layer  
 Floral designer  
 Floor-covering layer (railroad locomotive and car building)

Folding-machine operator  
 Forge-shop-machine repairer  
 Forging-press operator I  
 Form builder (construction)  
 Former, hand (any industry)  
 Forming-machine operator  
 Foundry metallurgist  
 Four-slide-machine setter  
 Fourdrinier-machine tender  
 Freezer operator (dairy products)  
 Fretted-instrument repairer  
 Front-end mechanic  
 Fuel injection servicer  
 Fuel-system-maintenance-worker  
 Fur cutter (fur goods)  
 Fur designer (fur goods)  
 Fur finisher (fur goods)  
 Furnace installer  
 Furnace installer and repairer  
 Furnace operator  
 Furniture designer  
 Furniture finisher  
 Furniture upholsterer  
 Furrier (fur goods)

Gang sawyer, stone  
 Gas appliance servicer  
 Gas utility worker  
 Gas-engine repairer  
 Gas-main fitter  
 Gas-meter mechanic I  
 Gas-regulator repairer  
 Gauger (petroleum products)  
 Gear hobber set-up operator  
 Gear-cutting mach set-up operator  
 Gear-cutting mach set-up operator, tool  
 Gem cutter (jewelry)  
 Geodetic computer  
 Glass bender (signs)  
 Glass blower  
 Glass blower, laboratory apparatus  
 Glass installer (automotive services)  
 Glass-blowing-lathe operator  
 Glazier  
 Glazier, stained glass  
 Grader (woodworking)  
 Graphic designer  
 Greenskeeper II  
 Grinder I (clocks, watches, and allied products)

Grinder operator, tool, precision  
 Grinder set-up operator, universal  
 Gunsmith

Harness maker  
 Harpsichord maker  
 Hat-block maker (woodwork)  
 Hazardous-waster material technician  
 Head sawyer  
 Health care sanitary technician  
 Heat treater I  
 Heat-transfer technician  
 Heating/air-conditioning installer and servicer  
 Heavy forger  
 Horse trainer  
 Horseshoer  
 Horticulturist  
 Housekeeper  
 Hydraulic-press servicer (ammunition)  
 Hydroelectric-machinery mechanic  
 Hydroelectric-station operator  
 Hydrometer calibrator

Illustrator (professional and kindred)  
 Industrial designer  
 Industrial engineering technician  
 Injection-molding-machine operator  
 Inspector, building  
 Inspector, electromechanical  
 Inspector, outside production  
 Inspector, precision  
 Inspector, quality assurance  
 Inspector, motor vehicles  
 Inspector, set-up and lay-out  
 Instrument repairer (any industry)  
 Instrument technician (light, heat, and power)  
 Instrument maker  
 Instrument maker and repairer  
 Instrument mechanic (any industry)  
 Instrumentation technician  
 Instrument mechanic, weapons system  
 Insulation worker  
 Interior designer  
 Investigator, private

Jacquard-loom weaver  
 Jacquard-plate maker  
 Jeweler  
 Jig builder wood box  
 Job printer  
 Joiner (ship and boat building  
 and repairing)  
  
 Kiln operator (woodworking)  
 Knitter mechanic  
 Knitting-machine fixer  
  
 Laboratory assistant  
 Laboratory assistant  
 metallurgical  
 Laboratory technician  
 Laboratory tester  
 Landscape gardener  
 Landscape management  
 technician  
 Landscape technician  
 Last-model maker  
 Lather  
 Laundry-machine mechanic  
 Layout technician  
 Layout worker (any industry)  
 Lead burner  
 Leather stamper  
 Legal secretary  
 Letterer (professional and  
 kindred)  
 Licensed practical nurse  
 Light technician  
 Line erector  
 Line installer-repairer  
 Line maintainer  
 Line repairer  
 Liner (pottery and porcelain)  
 Linotype operator (printing and  
 publishing)  
 Lithograph-press operator tin  
 Lithographic platemaker  
 Locksmith  
 Locomotive engineer  
 Loft worker (ship and boat  
 building and repairing)  
 Logger, all-round  
 Logging-equipment mechanic  
 Logistics engineer  
 Loom fixer  
  
 Machine assembler  
 Machine builder  
 Machine erector  
 Machine fixer (carpet and rug)  
 Machine fixer textile)

Machine operator I  
 Machine repairer, maintenance  
 Machine set-up operator, paper  
 Machine set-up operator  
 Machine setter  
 Machine setter (clocks, watches,  
 and allied products)  
 Machine setter (woodwork)  
 Machine try-out setter  
 Machinist  
 Machinist, automotive  
 Machinist, experimental  
 Machinist, linotype  
 Machinist, marine engine  
 Machinist, motion-pic  
 equipment  
 Machinist, outside (ship and  
 boat building and repairing)  
 Machinist, wood  
 Mailer  
 Maintenance mechanic (any  
 industry)  
 Maintenance mechanic (grain  
 and feed milling)  
 Maintenance mechanic  
 (petroleum products;  
 construction)  
 Maintenance repairer, industrial  
 Maintenance machinist  
 Maintenance mechanic,  
 compressed and liquefied  
 gases)  
 Maintenance mechanic,  
 telephone  
 Maintenance repairer, building  
 Manager, food service  
 Manager, retail store  
 Marble finisher  
 Marble setter  
 Marine service technician  
 Material coordinator (clerical)  
 Materials engineer  
 Meat cutter  
 Mechanical-engineering  
 technician  
 Mechanic, endless track vehicle  
 Mechanic, industrial truck  
 Mechanical-unit repairer  
 Medical secretary  
 Medical-laboratory technician  
 Metal fabricator  
 Metal model maker  
 (automotive)  
 Meteorological equipment  
 repairer  
 Meteorologist

Meter repair (any industry)  
 Miller, wet process  
 Milling-machine set-up operator  
 Millwright  
 Mine-car repairer  
 Miner I (mining and quarry)  
 Mock-up builder (aircraft)  
 Model and mold maker (brick  
 and tile)  
 Model and mold maker, plaster  
 Model builder (furniture)  
 Model maker 9clocks, watches,  
 and allied products)  
 Model maker (aircraft  
 manufacturing)  
 Model maker II  
 Model maker pottery  
 Model maker (automobile  
 manufacturing)  
 Model maker, firearms  
 Model maker, wood  
 Mold maker (pottery and  
 porcelain)  
 Mold maker II (jewelry)  
 Model maker (jewelry)  
 Mold maker, die-casting and  
 plastic molding  
 Mold setter  
 Molder  
 Molder, pattern (foundry)  
 Monotype-keyboard operator  
 Monument setter (construction)  
 Mosaic worker  
 Motor-grader operator  
 Motorboat mechanic  
 Motorcycle repairer  
 Multi-operation-forming-  
 machine setter  
 Multi-competent clinical  
 assistant  
 Multi-operation-machine  
 operator  
  
 Neon-sign servicer  
 Nondestructive tester  
 Numerical-control-machine  
 operator  
 Nurse assistant  
  
 Office-machine servicer  
 Offset-press operator I  
 Oil-burner-servicer  
 Oil-field equipment mechanic  
 Operating engineer  
 Operational test mechanic  
 Optical-instrument assembler



Optician  
 Optician (optical goods)  
 Optician-dispensing  
 Optomechanical technician  
 Ordinance artificer (government servicers)  
 Ornamental-iron worker  
 Ornamental-metal worker  
 Orthopedic-boot-and-shoe designer and maker  
 Orthotics technician  
 Orthotist  
 Orthodontic technician  
 Outboard-motor mechanic  
 Overhauler (textile)  
  
 Painter  
 Painter (professional and kindred)  
 Painter, hand (any industry)  
 Painter, shipyard (ship and boat building and repairing)  
 Painter, sign  
 Painter, transportation equipment  
 Pantograph-machine set-up operator  
 Paperhanger  
 Paralegal  
 Paramedic  
 Paste-up artist  
 Patternmaker (textiles)  
 Patternmaker (metal prod)  
 Patternmaker (stoneware)  
 Patternmaker (all-around)  
 Patternmaker, metal  
 Patternmaker, metal, bench  
 Patternmaker, plastics  
 Patternmaker, wood  
 Pewter caster  
 Pewter fabricator  
 Pewter finisher  
 Pewter turner  
 Pewterer  
 Pharmacist assistant  
 Photo-equipment technician  
 Photocomposing-perforator-machine operator  
 Photoengraver  
 Photoengraving finisher  
 Photoengraving printer  
 Photoengraving proofer  
 Photogrammetric technician  
 Photographer retoucher  
 Photographer, lithographic  
 Photographer, photoengraving

Photographer, still  
 Photographic-equipment-maintenance technician  
 Photographic-plate maker  
 Piano technician  
 Piano tuner  
 Pilot, ship  
 Pinsetter adjuster, automatic  
 Pinsetter mechanic, automatic  
 Pipe coverer and insulator (ship and boat building)  
 Pipe fitter (construction)  
 Pipe organ builder  
 Pipe fitter (ship and boat building and repairing)  
 Pipe-organ tuner and repairer  
 Plant operator  
 Plant operator, furnace process  
 Plaster-pattern caster  
 Plasterer  
 Plastic toolmaker  
 Plastic-fixture builder  
 Plastics fabricator  
 Plate finisher (printing and publishing)  
 Platen-press operator  
 Plater  
 Plumber  
 Pneumatic-tool repairer  
 Pneumatic-tube repairer  
 Podiatric assistant  
 Police officer I  
 Pony edger (sawmill)  
 Post-office clerk  
 Pottery-machine operator  
 Power-plant operator  
 Power-saw mechanic  
 Power-transformer repairer  
 Powerhouse mechanic  
 Precision assembler  
 Precision assembler, bench  
 Precision-lens grinder  
 Press operator, heavy duty  
 Printer, plastic  
 Printer-slotter operator  
 Process/shipping technician  
 Program assistant  
 Programmer, engineering and scientific  
 Project printer (photofinishing)  
 Proof-press operator  
 Proofsheets corrector (printing and publishing)  
 Prop maker (amusement and recreation)

Propulsion-motor-and generator repairer  
 Prospecting driller (petroleum products)  
 Prosthetics technician  
 Prosthetist (personal protective and medical devices)  
 Protective-signal installer  
 Protective-signal repairer  
 Private-branch-exchange installer (telephone and telegraph)  
 Private-branch-exchange repairer  
 Pump servicer  
 Pumper-gauger  
 Purchasing agent  
 Purification operator II  
  
 Quality-control inspector  
 Quality-control technician  
  
 Radiation monitor  
 Radio mechanic (any industry)  
 Radio repairer (any industry)  
 Radio station operator  
 Radiographer  
 Recording engineer  
 Recovery operator (paper)  
 Recreational vehicle mechanic  
 Refinery operator  
 Refrigeration mechanic (any industry)  
 Refrigeration unit repairer  
 Reinforcing metal worker  
 Relay technician  
 Relay tester  
 Repairer I (chemical)  
 Repairer, hand tools  
 Repairer, heavy  
 Repairer, welding equipment  
 Repairer, welding system and equipment  
 Reproduction technician  
 Research mechanic (aircraft)  
 Residential carpenter  
 Retoucher, photoengraving  
 Rigger  
 Rigger (ship and boat building and repairing)  
 Rocket-engine-component mechanic  
 Rocket-motor mechanic  
 Roll threader operator  
 Roller engraver, hand  
 Roofer

Rotogravure-press operator  
Rubber tester (rubber goods)  
Rubber-stamp maker  
Rubberizing mechanic  
Rug cleaner, hand  
  
Saddle maker (leather)  
Safe and vault service mechanic  
Salesperson, parts  
Sample maker, appliances  
Sample stitcher (garment)  
Sandblaster, stone  
Saw filer (any industry)  
Saw maker (cutlery and tools)  
Scale mechanic  
Scanner operator  
Screen printer  
Screw-machine operator,  
multiple spindles  
Screw-machine operator, single  
spindle  
Screw-machine set-up operator  
Screw-machine set-up operator,  
single spindle  
Script supervisor (motion  
pictures)  
Service mechanic (automobile  
manufacturing)  
Service Planner  
Sewing-machine repairer  
Sheet metal worker  
Ship propeller finisher  
Shipfitter (ship and boat  
building and repairing)  
Shipwright (ship and boat  
building and repairing)  
Shoemaker, custom  
Shop optician, surface room  
Shop optician, benchroom  
Shop tailor (garment)  
Siderographer (printing and  
publishing)  
Sign erector I  
Signal maintainer (railroad  
locomotive and car building)  
Silk-screen cutter  
Silversmith II  
Sketch maker I (printing and  
publishing)  
Small-engine mechanic  
Soft-tile setter (construction)  
Soil-conservation technician  
Solderer (jewelry)  
Sound mixer  
Sound technician

Spinner, hand  
Spring coiling machine setter  
Spring maker  
Spring repairer, hand  
Stage technician  
Station install and repairer  
Stationary engineer  
Steam service inspector  
Steel-die printer  
Stencil cutter  
Stereotyper  
Stoker erector-and-service  
Stone carver  
Stone polisher  
Stone setter (jewelry)  
Stone-lathe operator  
Stonecutter, hand  
Stonemason  
Stripper  
Stripper, lithographic II  
Structural-steel worker  
Substation operator  
Supercargo (water  
transportation)  
Surface-plate finisher  
Swimming-pool servicer  
Switchboard operator (light,  
heat, and power)  
  
Tank setter (petroleum products)  
Tap-and-die maker technician  
Tape-recorder repairer  
Taper  
Taxidermist (professional and  
kindred)  
Technician, submarine cable  
equipment  
Telecommunications technician  
Telecommunicator  
Telegraphic-typewriter operator  
Television and radio repairer  
Template maker  
Template maker, extrusion dies  
Terrazzo finisher  
Terrazzo worker  
Test equipment mechanic  
Test technician (professional  
and kindred)  
Test-engine operator  
Tester  
Testing and regulating  
technician  
Thermometer tester  
Tile finisher  
Tile setter

Tool builder  
Tool design checker  
Tool designer  
Tool grinder I  
Toolmaker  
Tool maker, bench  
Tool-and-die maker  
Tool-grinder operator  
Tool-machine set-up operator  
Tractor mechanic  
Transformer repairer  
Transmission mechanic  
Treatment-plant mechanic  
Tree surgeon (agriculture and  
agricultural service)  
Tree trimmer  
Trouble locator, test desk  
Truck driver, heavy  
Truck-body builder  
Truck-crane operator  
Tumor registrar  
Tune-up mechanic  
Turbine operator  
Turret-lathe set-up operator  
  
Upholsterer  
  
Violinmaker, hand  
Wallpaper printer I  
Wardrobe supervisor  
Waste-treatment operator  
Wastewater-treatment-plant  
operator  
Watch repairer  
Water treatment-plant operator  
(waterworks)  
Weather observer  
Web-press operator  
Welder, arc  
Welder, combination  
Welder-fitter  
Welding technician  
Welding-machine operator, arc  
Well-drill operator  
(construction)  
Wildland fire fighter specialist  
Wind tunnel mechanic  
Wind-instrument repairer  
Wine maker (vinous liquor)  
Wire sawyer (stonework)  
Wire weaver, cloth  
Wirer (office machine)  
Wood-turning-lathe operator  
X-ray equipment tester

## **CTE (Career and Technology Education) INDUSTRY CERTIFICATION - LICENSURE**

Earning a certification has many benefits. It gives students a sense of accomplishment, a highly valued professional credential, and helps make them more employable with higher starting salaries. Some Career and Technology courses in high school do not lead to certifications. There is no state requirement for a district to offer any license or certification programs. However, as the student plans for exit from high school, a career/job requiring certification or license may be of interest. Some on the job apprenticeships are in careers that offer certification or licensure. Some careers that offer require certification or license will also require classroom instruction. Below are examples and ways the student can obtain more information.

### **How are occupations regulated by states?**

There are three main types of state occupational regulation: registration, certification, and licensure. Please note that the different terms are often used interchangeably from state to state or from occupation to occupation. The Council on Licensure, Enforcement, and Regulation (CLEAR) uses the following definitions:

- **Registration** The least restrictive form of occupational regulation, usually taking the form of requiring individuals to file their names, addresses, and qualifications with a government agency before practicing the occupation. This may include posting a bond or filing a fee.
- **Certification** The state grants title protection to persons with certifications. Uncertified individuals may practice the same or similar job duties, but specialized titles are reserved only for individuals who have the related certification.
- **Licensure** The most restrictive form of professional and occupational regulation. Under licensure laws, it is illegal for a person to practice a profession without first meeting state standards.

For more information about licensed occupations in the U.S. or Canada, look on the website for [The Council on Licensure, Enforcement, and Regulation \(CLEAR\)](http://www.clearhq.org). [www.clearhq.org](http://www.clearhq.org)

### **How do I know if a certification is relevant to the job or career I am interested in pursuing?**

It is important to research your field and/or your employer's expectations before undertaking a certification.

**A great website is CareerOneStop:** [www.careerinfonet.org](http://www.careerinfonet.org)

On the website in the upper right corner, you can search for “Certification Names” or “Occupation Licensure” by state.

### **What is the difference between certification and licensure?**

The terms certification and licensure are frequently used interchangeably. For CareerOneStop purposes, certification differs from licensure in that occupational licenses are usually issued by a government entity to authorize individuals the right to practice an occupation. Certification is not required to practice an occupation except in cases where the occupational licensing requirements include certification as part of those requirements.....

### **How can I find out more about occupations and related certifications?**

The Occupation Profile links to certifications that are specific to occupations or occupational groups. On the Occupation Profile you need to pick an occupation and a state to get a report that includes an occupation description, average wages, educational requirements, employment projections and other useful information. You can find more information about specific occupations or career fields in the Career Resource Library on the CareerOneStop website. [www.careerinfonet.org](http://www.careerinfonet.org)  
Just a few examples of certifications or licensure:

Acupuncture | Air Conditioning | Athletic Trainer | Auctioneer | Automotive  
Barbering | Boiler Operator  
Carpenter | Chef –Culinarian | Contractor-Related | Cosmetology | Court Reporter  
Fork Lift Operator  
Interior Design | Interpreters for the Deaf | Investigator  
Landscape Technician  
Nurse Aide  
Pharmacy Technician | Physician Assistant | Plumber | Podiatrist | Private Security  
Real Estate | Recreational Therapist | Roofing  
Sanitarian | Social Work | Soil Classifier | Speech-Language Pathology and Audiology  
Teachers | Translators and Interpreters | Travel Industry  
Veterinarian



Job Corps is a **free** education and training program that helps young people learn a career, earn a high school diploma or GED, and find and keep a good job. For eligible young people at least 16 years of age that qualify as low income, Job Corps provides the all-around skills needed to succeed in a career and in life.

### **Eligibility**

To be eligible to join the Job Corps you must be between the ages of 16 and 22:

- be from a home that is considered low income;
- be from an area that has conditions that keep you from getting an education or a job;
- be able to benefit and complete the training, which you will get at a Job Corps center.

For other information about eligibility standards check your Job Corps screener. Not everyone is eligible for or wants to join Job Corps. You should discuss with the Job Corps screener other programs that may be located in your area.

The Job Corps screener will check to make sure that you are eligible for Job Corps. This may mean that your health, school, and other records will be reviewed. **DON'T PANIC!** Job Corps checks these records to make sure the program will provide **YOU** with the best possible training and help that **YOU'LL** need.

## **Pay and Benefits**

The center that you'll be sent to has classrooms, dormitories, cafeterias, recreational facilities, and offices. If there is a center near where you live, you may wish to enter as a nonresidential enrollee. As a nonresidential enrollee, you will not be living on the center. Ask the Job Corps screener for more information about this program.

If you are a residential enrollee, you will live in a dormitory setting with one or more other young persons per room. While at the center you will be provided with medical and dental care, if you should be sick. Each center has doctors, dentists, and nurses either at the center or on call, and the service is free.

You may be given clothing to wear or money to buy clothing. It is not necessary for you to spend a lot of money on clothes before coming to a Job Corps center. You will usually eat all your meals in the center cafeteria with your friends at no charge to you. In fact, your room, food, medical care and transportation to a center are free. Your transportation to the center, and when you terminate, back to your home will be provided by Job Corps. Additionally, once a year after 6 months attendance, you will be provided with around trip for home leave.

Any home visits other than the above and emergency travel will be at your own expense. You will have to pay for personal things like cokes, candy, lipsticks, and fancy clothes if you want to buy them out of your living allowances. Yes, Job Corps also pays you while you are at the center.

You will get paid \$20 every 15 days for the first 2 months, less taxes. After you have been in the Job Corps for 2 months you will get about \$30 every 15 days, less taxes. After you have been in Job Corps for 6 months, you will get about \$40 every 2 weeks, less taxes.

Also, each month for the first 6 months, the Job Corps will put aside \$75 a month as a readjustment allowance for you when you leave Job Corps and go to that first job. After 6 months it will jump to \$100 a month. While you are still at the center, you can even send some of this money home to help support your spouse or dependent children.

But remember, you have to remain in the Job Corps for 6 months or longer to get this allowance. If you don't stay, you won't get a readjustment allowance.

## **Training and Education**

Job Corps offers a variety of training programs for both men and women, at over 100 centers. The training that is offered includes automotive trades, carpentry, bricklaying, plumbing, electrical trades, welding, nursing, clerical, secretarial, food services, and many more. In fact, Job Corps offers training in over 160 different jobs. Not all centers offer all 160 jobs, and some training classes may be filled when you first apply for the Job Corps program. You may wish to take another training class at the center until an opening occurs in the area that you were first interested in. Discuss with the Job Corps screener the various areas of training that Job Corps offers.

While you are at the Job Corps center, you can also earn your high school equivalency diploma (GED). Job Corps School is different from the school you may have dropped out of. In Job Corps you learn at your own pace. Job Corps wants you to learn, so you won't be competing against other students for grades. Job Corps cares and will spend as much time as necessary to make sure you understand what you are taught. If you already have your high school diploma, or when you earn your GED, you may want to go to advance training classes at Job Corps centers or colleges. Yes, Job Corps can even help you go to college.

Remember, to get a good paying job you have to have a diploma and be trained in a skill. Let Job

Corps show you how!

### **Rules, Regulations, and Responsibilities**

Like any good program, Job Corps has rules and regulations. They are there to help you get the education and training you will need to get and keep a job. The rules are not hard to follow. You will have to get up at a certain time, eat your meals at a certain times, be in your GED or vocational training classes during the day, etc. You can be terminated from the Job Corps centers if you get into fights, use or sell drugs, carry weapons or steal. When you get to your center you will be given a Corps Member Handbook that will explain this in more detail. If you have any questions about the rules or regulations talk to your center counselor. As you can see, these are the same things that you would have to do if you had a job and wanted to keep it. When you arrive at a Job Corps center, things at first are going to seem hard to get used to. That's expected, but after awhile it won't bother you. Some of the things that you may have to get used to are getting up on time, working with new people, learning your trade, and getting over being home- sick. Remember, Job Corps center staff will always be available to talk or work with you to overcome any problems you might have.

Job Corps will train you to get and hold a good job but you have to want the training and have the desire and will to complete and use it.

### **Center Life**

The first few days that you are at the Job Corps center you will go through an orientation program. You will be shown around the center to determine what educational classes you should be in and generally to get you settled into the center. Next, you'll participate in the Occupational Exploration Program (OEP). In this program you'll have an opportunity to look at all the different types of training available at the center so that you can choose the one you want.

Atypical day at a Job Corps center begins at 6:30 a.m. when you get up, bathe, shave, and clean your room. Breakfast at the cafeteria is usually from 7 a.m. to 8 a.m. Your first class – either GED or vocational training – begins about 8:15. Your classes are 1 hour long and last until about noon. At some Job Corps centers, GED classes are held in the mornings and the vocational classes are in the afternoons. At other Job Corps centers you may go to GED classes one week and vocational classes the following week. You should check with your Job Corps screener to see what the schedule is at the center you may be going to.

You'll have an hour for lunch and then it's back to your afternoon classes. Your afternoon classes will last until about 4:00 p.m. You'll generally have free time from 4:00 p.m. until 5:00 p.m. when dinner is served. Dinner usually lasts for about an hour. From 6 p.m. until lights out at 11 p.m. is free time. During the evenings you may wish to participate in the various cultural, recreational, educational, or athletic activities at the center. Not all Job Corps centers have the same types of activities, but all centers do have a variety of activities. Some of the things you might do are watch television, read, play various games, go to a center movie, participate in a sport such as basketball, volleyball, football, etc., participate in center government activities, or just write letters home to your parents or friends. On the weekends you may even be eligible to participate in the recreational and cultural activities found off the center in town.

# Job Corps and You

You can get the most out your Job Corps stay by doing the best that you can to learn your trade or get your GED. Job Corps is available to help YOU. But you have to want the training and help. You are going to have to abide by new rules and regulations some of which you may not understand. You'll learn how to get along with others. Everything that you will be doing and learning at the Job Corps center has only one purpose –to provide you with the training, education, and help that you'll need to get and keep that job that YOU want. As a young adult you will be faced with many challenges and decisions. How well you make these decisions may determine whether you succeed or fail in life. You know where you've been; you know where you are now. Let Job Corps show you a future. The decision is yours.

If you or someone you know is interested in joining Job Corps, call **(800) 733-JOBS** or **(800) 733-5627** where an operator will provide you with general information about Job Corps, refer you to the admissions counselor closest to where you live, and mail you an information packet.

## North Texas Job Corps Center

1701 N. Church Street

McKinney, TX 75069

Tel: (972) 542-2623

Fax: (214) 547-7700

<http://northtexas.jobcorps.gov>

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## Connect your students with local workforce investment boards

Navigating the workforce development system can be tough, but you can help students with disabilities receive the career planning aid they are entitled to under federal law. One stop centers are required to have 19 mandatory partners, which can assist students with disabilities in their transition to the workforce or provide them with additional resources. Plus, the majority of local workforce investment board members are private sector business leaders who have hiring power and the industry expertise to help students craft their own career plans.

The **National Collaborative on Workforce and Disability for Youth** offers these tips to help connect your students to local workforce development systems:

- **Gain an understanding of your local system.** Each area may implement provisions of the **Workforce Investment Act** a little differently. To understand the specifics of your area, NCWD-Youth recommends looking over the plans that state and local workforce investment boards are required to develop. These detail services and issues facing the area.
- **Learn what services are available.** You can get a copy of youth service providers through workforce investment boards in your area.

- **Use one-stop information in your career and technical education programs.** Share information during classes provided by one-stops, including labor market reports and job listings. Students will then become accustomed to hearing about the local programs and will be more likely to seek out additional information from them.
- **Attend local meeting.** You can learn important issues in the area and network with professionals involved in the organizations by becoming a regular fixture at meetings.
- **Become a resource for one-stops and local workforce investments boards.** Offer to train board members in your area of expertise and encourage them to ask any questions they may have regarding how services can be streamlined with career education for transitioning students.

*For more information, visit [www.ncwd-youth.info/resources\\_&\\_Publications/info.php](http://www.ncwd-youth.info/resources_&_Publications/info.php).*

### **What are one-stops?**

Under the **Workforce Investment Act**, local areas must create one-stop career center delivery systems to provide training and employment services to individuals with disabilities. The local workforce investment board must work with various required partners to provide assistance. Some of these partners include:

- Programs authorized under WIA for adults youth and displaced workers.
- Programs that offer employment assistance.
- Adult education and literacy activities.
- Welfare programs.
- Postsecondary vocational educations activities.
- Employment programs carried out under the **Community Services Block Grant Act**. Programs authorized under state unemployment compensation laws.
- *For more information, visit [www.doleta.gov/usworkforce/onestop](http://www.doleta.gov/usworkforce/onestop).*



## **MILITARY**

Many students are selecting the military as a method to obtain career training and numerous additional benefits while they commit to serve and protect our country. Recruiters generally come to the high school campus several times during the year and if you have an interest in exploring this option, opportunities are available throughout each semester. If you are unable to meet with a recruiter the following web addresses will provide details about each branch of the military.

### **Armed Forces, Military Academics, ROTC Resources:**

Air Force: [www.af.mil](http://www.af.mil)

Army: [www.army.mil](http://www.army.mil) and [www.goarmy.com/](http://www.goarmy.com/)

Coast Guard: [www.uscg.mil/](http://www.uscg.mil/)

Navy: [www.navy.mil](http://www.navy.mil)

Marines: [www.usmc.mil](http://www.usmc.mil)

U.S. Military ROTC options: [www.todaysmilitary.com/before-serving-in-the-military/rotc-programs](http://www.todaysmilitary.com/before-serving-in-the-military/rotc-programs)

In addition, recruiting offices can be contacted directly by using the Blue Government Pages of your local phone book.

### **\* Joining the military is generally a three step process.**

1. Have a high school diploma (you are working on that)
2. Take the Armed Services Vocational Aptitude Battery (ASVAB)
  - Taking ASVAB does not mean you are joining the military - it's an excellent way for free to determine how you match with various careers. Results are considered at age 17 and the ASVAB study guide is available at local libraries and bookstores.
3. If you score high enough on ASVAB, after you visit with the branch recruiters to determine what career categories you meet, you can choose to enlist and at that point a physical exam will be arranged.
  - Inquire about early entry programs in each branch (boot camp summer before senior year).
  - You may go online and select study guides and / or practice tests.  
[www.military.com/ASVAB](http://www.military.com/ASVAB)

**YOU MAY ALSO BE INTERESTED IN THE “RESERVE” PROGRAM.**

**Talk to your recruiter about the options available!**

### **Local Recruiting:**

**The Army recruiter is SSG Tutt 940-692-8355.**

**The Navy recruiter is Chief Petty Officer Stoddard 940-696-1144.**

**The Air Force recruiter is SSgt Ramos 940-691-2258.**

**The Marines is SGT. Boatright 940-692-2373.**

**The National Guard is SGT Cameron 940-282-9256, or SGT Alsip 940-765-2045.**

## SELECTIVE SERVICE REGISTRATION

Male students age 18 – Federal law requires registration with Selective Service. You have from 30 days before your birthday until 30 days after your birthday (a 60 day window) to complete registration. After that point you are required to provide proof of registration upon request! Failure to provide this proof can result in up to 5 years in prison, a fine of up to \$250,000 or both! **You must carry this proof just like you carry a driver's license.** Proof is required until your 26<sup>th</sup> birthday (for 8 years). Register at [www.sss.gov](http://www.sss.gov) or local post office.

## VOTER REGISTRATION

All students – if you are 18 you are eligible to register to vote. It's your choice, but we encourage you to register to vote!

For assistance call toll free: 1 (800) 252-VOTE (8683) or online at [www.sos.state.tx.us](http://www.sos.state.tx.us)

## **TRANSITION SERVICES PLANNING**

### **“Issues to Consider”**

Because there are NO GUARANTEES after public education ends and ALL services or supports are eligibility based, not entitlements, please review the following:

1. What career or job is the student going to pursue after graduation? If not sure, is additional vocational assessment needed? (Interests / Aptitudes)
2. What training / education will be required during high school to develop entry level skills for the career choice?
3. Where is the training/education available after graduation?
4. How long does the training/education take to complete?
5. How much does it cost and what resources are available to assist in payment?
6. What are the entry requirements, high school courses, testing, letter of recommendation, etc., that are required to be accepted into the training/education?
7. What about apprenticeships or on the job training programs or Job Corps?
8. What is the outlook/demand for the career and the expected salary/wages?
9. Where will the student live in the future and what resources are available now and after graduation to prepare for independence? (own home, rent apartment, live with family, group homes, supervised living, etc.)
10. Are there needs for assistance with recreation, social, leisure or community integrated activities?
11. What transportation is available for work, recreation, training/education, etc?
12. Does the student’s functional level require additional service considerations such as guardianship, special needs trust funds, SSI / Medicaid benefits, technology, etc.
13. Are there any specific medical/physical/health issues?
14. Are there any questions about “age of majority” (age 18 in Texas) regarding legal rights or responsibilities (i.e. signatures, voting, selective service, etc.)

**Wichita Falls Independent School District**

**Written Information to Students and Parents**

**Texas Education Agency “Transition and Employment Guide”**

The **Texas Education Agency (TEA)**, with assistance from the Health and Human Services Commission, developed an online transition and employment guide for students enrolled in special education programs and their parents to provide information on statewide services and programs that assist in the transition to life outside the public school system.

The TEA transition and employment guide contains information specific to this state regarding:

- (1) transition services;
- (2) employment and supported employment services;
- (3) social security programs;
- (4) community and long-term services and support;
- (5) postsecondary educational programs and services;
- (6) information sharing with health and human services agencies and providers;
- (7) guardianship and alternatives to guardianship;
- (8) self-advocacy, person-directed planning, and self-determination; and
- (9) contact information for all relevant state agencies.

**Required assistance regarding how to access the electronic TEA guide:**

- You may access the TEA guide using any computer that has a connection to the internet or world wide web (www). Personal computer, library computer or school computer may be used as long as the internet is available.
- You may access the TEA guide by looking at either of these websites:
  - TEA-Texas Education Agency’s website URL: <http://www.transitionintexas.org/Page/143>
  - Wichita Falls District’s website URL: for English  
<http://www.wfisd.net/cms/lib/TX01000557/Centricity/Domain/61/TransitionEmploymentGuide2015English.pdf>
  - Wichita Falls District’s website URL: for Spanish  
<http://www.wfisd.net/cms/lib/TX01000557/Centricity/Domain/61/TransitionEmploymentGuide2015Spanish.pdf>

**Step-by-step assistance to access the guide:**

1. \_\_\_ Turn on computer.
2. \_\_\_ Open the “browser” that is available on the computer you are using. To open, double click on the icon. Examples of Internet Providers may be: Chrome, Firefox, Safari, Internet Explorer. (*Most computers are preset to open the internet upon start up.*) You may only have to look at the top left of the screen for the next step.
3. \_\_\_ Once opened, you will see an open text box at the top of the screen to type the URL.
4. \_\_\_ Type the TEA website URL from above and hit the return key.
5. \_\_\_ The website will open and you can follow the directions to explore the 9 areas listed above.

**If you need further assistance, please call and ask for our Transition Specialist:  
Robbie Byrd, 940-235-1019 X 14003**

## STEP-BY-STEP LETTER FOR STUDENT AND PARENT

Handout materials provided today should be used to put a plan of action in place to assure successful exit from high school and more importantly, entrance into education, work and independent living after graduation. Nothing that we do in transition planning is to be considered an emergency, so the following is offered as a possible timeline to assist with preparation for exit.

- \_\_\_ 1. Make sure that if your district offers courses in areas of interest, that you select some of these to determine, if in fact, this is something you want to consider further. It is just as important to find out what you do not want to do, as it is to find out what you do want to do. Not all districts offer the chance to take a formal course in every kind of training or job - but all offer work coop programs. By using this method you could "try out" some entry-level positions in the field of interest either during school (for elective credit) or during the summer as a way to earn money. Sometimes, due to the economy in the area, there are no paid positions available. In that case, there may be the possibility of volunteering your time to get some insight and experience. Using any of these methods can enhance your attempts to make a meaningful decision about your career.
- \_\_\_ 2. Most students do not plan on living at home the rest of their lives. If you are planning to get out on your own in the future you may want to take some courses that assist with instruction on what it takes to set up your own household - like independent family living, consumer economics, math models, math of money, food science, parent child development, etc.
- \_\_\_ 3. Use the phone numbers, Internet addresses, school computer programs, employment outlook materials, and school staff to gather current information about interest areas. Sometimes a job may include activities that you do not like or want to do. Your research efforts can help you eliminate these types of careers.
- \_\_\_ 4. Start gathering information, catalogues, brochures, admission requirements, etc. on any school/technical programs, apprenticeships, etc. The materials will help you understand the detail of what will be expected if you do choose to apply. You can attend college night to obtain most of this free or contact the school counselor for phone numbers.
- \_\_\_ 5. For possible admission requirements - you must take practice/pre test and/or obtain study materials/software to determine where emphasis needs to be placed to make sure you meet the requirements in the future. Check out all available accommodations to assist with achieving the highest possible score. **Athletes, don't forget the NCAA Clearinghouse Requirements for Scholarship eligibility.** [www.eligibilitycenter.org](http://www.eligibilitycenter.org)
- \_\_\_ 6. Visit any prospective education or training programs. There is no substitute for a first hand opportunity to ask questions, see the equipment/facilities and talk to students and faculty. Visit the special service office to find out what help can be provided.
- \_\_\_ 7. Research and apply for scholarships local/state/national. We provide you with information during your Junior year meeting about financial aid possibilities - not all are about grades, some are field of study, organization or affiliation, business, etc. Your counselor will have information on funds and should be contacted monthly. Always complete the FAFSA student aid form. [www.fafsa.ed.gov](http://www.fafsa.ed.gov) (available in January each year)
- \_\_\_ 8. When we meet during your Senior year and introduce you to support services/adult agency personnel or provide you with contact information for this purpose - make your appointments as soon as you can! The adult services and funding are not guaranteed, so the longer you wait; the requested service may only be obtained by being placed on a waiting list.
- \_\_\_ 9. It's okay to change your mind. Nobody knows exactly what they might end up doing in the future, but, if you take NO action then don't expect fantastic results and the career that will provide you the opportunity to support yourself independently. So - check some things out - there are NO right or wrong careers - only opportunities. We all have things we're good at, capitalize on your strengths. We all have things we're NOT good at - stay away from careers that require those skills!

GOOD LUCK! See you next year to continue planning your transition from school to work.

US Citizenship and Immigration Services (USCIS) may assist in determining if your child is eligible for a social security number. For consideration of deferred action for childhood arrivals through the US Citizenship and Immigration Services (USCIS) you may contact the National Customer Service Center at 1-800-375-5283 or 1-800767-1833 (TDD for the hearing impaired). <http://www.uscis.gov/humanitarian>

## **SUPPLEMENTAL PHONE NUMBERS AND CONTACTS**

**Learning Disabilities Association of Texas (LDAT)** [www.ldat.org/](http://www.ldat.org/)

LDAT does not endorse or recommend a particular person, publication, method, therapy, institution, product or treatment. It does, however, present without partiality many ways to assist those with learning disabilities in reaching their full potential.

How to Contact LDA: Write or phone at the national office: [www.ldaamerica.org](http://www.ldaamerica.org)

Learning Disabilities Association

4156 Library Road

Pittsburgh, PA 15234-1349

412.341.1515 (voice) 412.344.0224 (fax)

### 211 in Texas

The July 2000 FCC ruling assigned the 211 dialing code for use by community information and referral provider organizations nationwide. The 211 code will provide direct access to information about community services such as utility bill payment, housing assistance, food pantries, legal aid, mental health services, state agency services and programs, drug and alcohol abuse and hospice. For more information in our area contact:

## LOCAL, AREA, STATE RESOURCES

1. Helen Farabee Centers  
<http://www.helenfarabee.org>  
[1-800-669-4166](tel:1-800-669-4166)  
Wichitia Falls, TX 76307
2. Texas Health & Human Services Commission  
<http://www.hhsc.state.tx.us/>
3. North Texas Area- United Way  
<http://www.ntauw.org>  
1-940-322-8638  
P.O. Box 660  
Wichita Falls, TX 76307
4. ARC-US  
Association for Retarded Citizens of the United States  
1010 Wayne Avenue, Suite 650  
Silver Springs, Maryland 20910  
301-565-3842
5. ARC of Wichita County  
<http://www.thearcwctx.org>  
940-692-2303  
Wichita Falls, TX 76307
6. Texas Department of Aging and Disability Services [DADS]  
<http://www.dads.state.tx.us/>  
909 W. 45<sup>th</sup> Street  
P.O. Box 12668  
Austin, TX 78711-2668  
1-512-454-3761
7. Disability Rights Texas (formerly Advocacy, Inc.)  
<http://www.disabilityrightstx.org/contact/>  
800 Shoal Creek Blvd., Suite 171-E  
Austin, Texas 78757-1024  
Statewide Intake for New Callers (800) 252-9108  
Toll-Free Line for Current Clients (800) 315-3876
7. The number to call when you don't know who to call. 2-1-1  
A free help line answered 24 hours a day, 7 days a week.